

2007 State Aid Application Form Instructions

These instructions apply to
City –Budget Supported Municipal Library Districts
(Public library is supported with funds from the city's budget)

(These instructions should be used along with State Aid Application form # 4)

Date & Location— Fill in the date this report was prepared and the name(s) of city the public library serves.

Fiscal Year for this Report - Reporting period— Fill in the beginning (From) and ending (To) dates of the fiscal year of this report (your most recent full fiscal year). Libraries having a fiscal year ending June 30, 2006 shall consider July 1, 2005 to June 30, 2006 their most recent full fiscal year.

Items 1-8 to be completed by Library Director.

Insert the word “NONE” in blanks where questions are not applicable.

Item 5— Provide county or counties that the library serves. Consolidated libraries give date of consolidation.

Item 7— Provide the total amount of State Aid funds received during the fiscal year of this report. Do NOT include any Equalization funds or Athlete & Entertainers tax funds your library might have received during this reporting period.

Item 8— Check one or more items to show how your library used State Aid funds received during the fiscal year of this report. If available, give an estimated amount budgeted to each category. This information will be used in the FY2007 budget request for State Aid. Do not include any Equalization funds your library may have received during this reporting period.

Items 9-14 to be completed by City official
(City Clerk or Treasurer)

Item 9— Official population of the city using 2000 U.S. Census figures will be provided by the State Library.

Item 10— See 182.480 RSMo. Give the total assessed valuation of the City for the fiscal year of this report.

Item 11— Provide the total funds the library received from the City for this reporting period. Include delinquent and intangible taxes that were credited to the Library Fund account. Include library salaries, utilities, maintenance expenditures and contracted repairs to the library facility. Do NOT include in-kind services, such as use of a city building, funding received through State Aid to Public Libraries, or any other miscellaneous income.

Item 12—*Calculation:* **Divide** Line 11 (the amount of funding the library received from the city) by Line 10 (the total assessed valuation of the city).

Item 13— Equivalent Tax Rate: **Multiply** the amount found on Line 12 by 100. This is the equivalent tax rate, which would generate the amount provided.

Item 14— Certification signed by city official who provided the information. Include title of official and their telephone number. No wording of the certification section may be changed in any way by the city official.

Certification - By Library Officials (reverse side of application form)

Checklist

- _____ Signed by **LIBRARIAN**.
- _____ Signed by **TREASURER** of Library Board (This must be the Treasurer who was elected by the Library Board, or may be another Board member officially designated by Board bylaws to serve in the Treasurer's absence. If the signature is from another Board member, please attach documentation). If the library does not have a governing Board, the City Clerk should sign as Treasurer.
- _____ Application must be **notarized**.
- _____ Proof read your completed application.
Are all blanks filled in? Are all required signatures attached?
- _____ State Aid Application and List of Trustees forms must be sent by certified mail (or any other means that will give you proof of date sent) and **postmarked by June 30, 2006**.

Mailing address:

**State Aid Application
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387**